



TAMRALIPTA MAHAVIDYALAYA

তাম্রলিপ্ত মহাবিদ্যালয়

Affiliated to Vidyasagar University

NAAC Re-accredited 'A' Grade College

Abasbari :: Tamluk :: Purba Medinipur :: 721636 :: WB

POLICY FOR FINANCIAL SUPPORT TO FACULTY MEMBERS

Policy for financial support to teaching staffs for attending FDP, Seminars/Symposia/conferences/workshops and towards membership fee of professional bodies

Administration of Tamralipta Mahavidyalaya believes in research and quality improvement in the teaching and learning process. There is always some changing scenario in the area of subject knowledge, research and teaching pedagogy. As a result of these changes, teachers must be more adaptable, flexible, and diversified. Internal faculty members can upgrade themselves by attending *FDP, Seminars/Symposia/conferences/workshops and sharing their knowledge and views. Membership of a professional body is another channel to upgrade ourselves.* Tamralipta Mahavidyalaya has well-designed Policy related to financial support for such activities. The outcome of such activities and interventions would improve teachers' professional and personal effectiveness, resulting in institutional, individual, and students' academic assimilation.

Objectives:

Provide financial assistance to all teaching faculty for the following:

1. Attending or participating in seminars, symposia, conference workshops, course works of PhD programmes, paper publications, book publications, and training workshops in India and Abroad.
2. Reimbursement of registration fee and DA/TA to encourage their participation in various conferences/workshops for professional development events.
3. Attending Professional Development Programs, Capacity Building, Faculty Development Programmes (FDPs), Management Development Programmes (MDPs)
4. Waving or adjusting registration fee and arrangement of fund for Faculty Development Programmes (FDPs), Management Development Programmes (MDPs) for Teaching and Non-teaching staff inside the college
5. Organizing Training programmes for faculty members by collaborators of the College as a part of collaborative programmes organized in India.
6. Arranging academic exchange programmes for faculty members with reputed academic institutions whenever it is deemed essential.

7. Motivating faculty members to avail funding assistance for research, outreach/extension activities, or nationally recognized UGC programmes from various funding organizations.
8. Offering training programmes for qualifying teaching faculty members/members, as needed, for programmes given by other teaching institute for softwares/courses essential for the smooth operation of the Institution's collaborative programmes.
9. Organizing career and skill capability enhancement programmes.
10. Arranging departmental level programme for guest/invited lectures, seminars, and field visits, as well as performing association events, joint activities, and outreach programmes.
11. Organizing staff training and development programmes to enhance professional competency.
12. TA/DA/Registration Fee for attending Refresher Course (RC)/Orientation Course (OP)/short term course (subject to availability of fund)

Scope of the Policy:

The policy extends its benefits to all levels of academic/research/professional activities. The faculty members should align their participation with academic content standards, or research standards as enumerated in the Research Policy. All participation should be for the enrichment of knowledge domain of the teacher in particular and institute in general.

Procedure of Availing the Grant/Assistance:

1. In the case of national conferences/seminars, intimation should be made to the Principal/Accountant at least 7 days in advance.
2. Within a week of returning, the staff member must submit a detailed report together with the bills for reimbursement.
3. For international event, on submission of original copies of air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.
4. For international events, the application must be submitted to the Principal or Accountant at least 45 days in advance. The faculty member should ensure that students' teaching hours are not hampered.
5. In case of financial support for research paper presentation, if the paper is co-authored, the first author will be given preference. However, the application should include No Objection Certificates from the co-author(s).
6. In the case of any training programme attended by the staff, the details of the programme/learning experience should be presented within a week of their return.
7. In case RC/OP/ STC, the completion certificate to be provided.

Reimbursement/Advance Policy:

1. If the cost of the attending event is less than 5000/-, then reimbursement will be done on production of relevant documents.
2. If the cost of the attending event is more than 5000/-, then advance will be done on production of relevant documents. The actual financial support will be adjusted on completion of the event submitting supporting evidence.